

DEPARTMENT OF THE ARMY
Headquarters, Joint Readiness Training Center and Fort Polk
Fort Polk, Louisiana 71459-6650

CIVILIAN PERSONNEL
BULLETIN NO. 5-01

5 February 2001

INFORMATIONAL BULLETIN FOR MEDCOM EMPLOYEES

1. The purpose of this bulletin is to notify MEDCOM employees of new procedures for the review of Official Personnel Folders (OPFs), submission of updates for OPFs, and a change in the cutoff date for performance appraisals **in the event** of a reduction in force (RIF).

2. REVIEW OF OFFICIAL PERSONNEL RECORDS. In the past, you simply called the personnel office, made an appointment, and came in to review your OPF. These records are now maintained at the Civilian Personnel Operations Center (CPOC), Redstone Arsenal, Alabama and **Notification of Personnel Actions (SF-50s)** are found in the Regional Application of the Personnel Process Improvement (PPI) Program. Regionalization and automation have created the necessity to implement a more efficient and timely method to review documents contained in your Official Personnel Folder (OPF). Therefore, the following procedures will be used to review your official record:

a. If you were hired after **March 29, 1998**, you will utilize the Regional Application to review your Notifications of Personnel Action (SF-50s). Your supervisor can assist you with this process, and you can also review the hard copies of these actions previously provided to you by your supervisor.

b. If you were hired prior to **March 29, 1998**, you will utilize the Regional Application to review your Notifications of Personnel Action (SF-50s). Your supervisor can assist you with this process, and you can also review the hard copies of these actions previously provided to you by your supervisor. In addition, you can review the copy of your OPF furnished to you prior to regionalization.

c. Requests to the CPOC for an employee's OPF will occur only in extenuating circumstances.

3. EMPLOYEE UPDATES TO OPF. Resumes will be submitted as updates and will be accepted in the CPAC for 10 workdays following the date of the Civilian Personnel Bulletin, which announces an official reduction in force. As a reminder, if you are updating your current position, your supervisor must review, sign and date the update prior to forwarding it to the CPAC. These updates will not become an official part of your OPF, but will be placed among the temporary documents on the left side of your folder, or maintained in the reduction in force files.

4. PERFORMANCE APPRAISAL CUTOFF DATE. Previously, the cutoff date was 10 days prior to issuance of RIF notices. However, because RIF processes are no longer performed manually, but processed in an automated program called AUTORIF, the cutoff date for performance appraisals to be used in conjunction with RIF is now 60 days prior to issuance of RIF notices. AUTORIF is recognized as the official automated tool to effect reductions in force.

5. NAGE Local R5-158 was provided the required notice and opportunity to bargain regarding these issues. Bargaining is completed and the Union agreed to the provisions set forth in this bulletin.

6. A Civilian Personnel Bulletin providing comprehensive information regarding reduction in force procedures and placement and transition assistance will be published at the time of an official announcement of a reduction in force.

DONALD R. MALLETT
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One each MEDCOM Employees